

19 February 1997

MEMORANDUM FOR DIRECTORATE AND SEPARATE OFFICE CHIEFS, HQUSACE

SUBJECT: Loaner Laptop Computers

1. Effective 3 March 1997, HECSA-IM will have 13 laptop computers available for loan to support HQUSACE personnel in TDY status. Each laptop may be checked out for a period of up to two weeks.
2. Computers will be reserved on a first come, first served basis. Reservations may be made by sending an electronic mail message to either Earl Wade or Jane Simons (Primaries) or Jean Bangor (Backup).
3. Each hand receipted computer (Compaq Armada Model 4110) will be equipped with the following hardware, software and documentation: Detachable 4X CD-ROM, two Batteries, SMC Elitecard (network card), 28.8 Modem Card, Modem Cable, AC Adapter, Network Cable for 10 BaseT and Thin Coax, TV/VCR Cable, Compaq Reference Guide, Windows 95 Documentation, CD Expansion Guide, Faxworks Documentation and Software Disk, and SMC Network Card Documentation and Software Disk. In addition, each computer will be configured with the following application software:
 - Groupwise Remote
 - Word Perfect 6.1
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Explorer
 - Adobe Reader
 - CEFMS Remote
 - Personnel Locator
4. Questions can be referred to Ms. Jean Bangor on (202) 761-8767.

/s/

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